

ROUTING AND TRANSMITTAL SLIP

Date

14 January 1981

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Each Office Director		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Please submit extremely concise responses that you feel are appropriate in response to the attached memorandum. Responses to each of the four bullets in paragraph one should be limited to one paragraph only.

I need this information not later than noon 19 January so that we can compile it for Bill and he can become familiar with it by the 21st.

Please call me if I can answer any questions.

STAT



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg. 7D18 Hqs
Chief, Management Staff, DDA	Phone No.
5041-102	

★ U. S. GPO: 1978-0-261-647/3354

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
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Distribution:

- 1 - Each Addressee
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Executive Registry
81-088

DD/A Registry
81-0087

13 January 1981

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Director, National Foreign Assessment Center
General Counsel
Legislative Counsel
Comptroller
Inspector General
Director of Personnel Policy, Planning, and
Management
Director of Public Affairs

STAT FROM :
SUBJECT : DCI-Designate Casey Briefings

1. Be prepared, on short notice, to brief DCI-Designate Casey on January 21 or 22 and even possibly over the next few days on the following:

- his legal responsibilities in your area;
- current sensitive or important matters that he should be immediately made aware of;
- decisions he must make in your area within the next five to ten days; and
- key areas that you may need guidance on quickly.

2. This should not be an in-depth briefing on your area of responsibility. That will be scheduled later. Keep these first sessions short, succinct, and to the key points--probably one-half hour to 45 minutes.

STAT

cc: DCI
DDCI
Mr. Bross

ER